

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-196

OPENING DATE: 15 June 2007

CLOSING DATE: 16 July 2007

ANTICIPATED FILL DATE: 19 Aug 07

POSITION TITLE AND NUMBER

Administrative Support Assistant
PDCN 7080000, MD #: 1212-20L

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J4, NCARNG
Raleigh, North Carolina

GRADE AND SALARY(Includes Locality Rate of 18.16%)

GS-1152-07 \$36,876.00 - \$47,938.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: . The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required twelve months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect twelve months of specialized experience)* that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of specialized procedures and technical application of administrative work.
2. Skill in gathering information, compiling data and preparing reports.
3. Knowledge of regulations and procedures related to the type of work performed by the function.
4. Skill in gathering information and collecting data for office-operating budget.
5. Knowledge of general functions of the Logistics mission.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG. (ENL: Branch Immaterial)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: Advises regarding the practical and technical aspects of office administration, to include budgeting, purchasing, supply, personnel, word processing, and files management; and performs staff support work in each of these areas. Updates the office's supply sources; purchases supplies, equipment, and services through open market purchase by blanket agreement, cash or field purchase order, or similar methods; processes and tracks purchase documents; Collects data for the office-operating budget, reviews submissions for proper format and compliance with budget requirements, and consolidates material into an annual office budget. Sets up controls to monitor expenses during the year; and recommends budget adjustments including restructuring budget allocations or work plans to deal with changing situations such as varying costs for equipment parts, or services, and changes in the availability of funds. Maintains and transfer funds between several unrelated appropriated fund accounts and several revolving fund accounts. The accounts are subject to different regulations and procedures. Serves as the Records Management Coordinator for the organization. Ensures subordinate activities maintain official files in accordance with regulatory and published guidance. Provides instructions to personnel to ensure that the records program is executed properly. Provides for control of classified documents for the organization. Insures that documents are properly logged and safeguarded. Tracks virtually all financial, personnel, supply, and other administrative transactions as the documentation flows through the office in both electronic form and on paper. Maintains and revises the office filing system. Collects maintenance and/or logistics program information from personnel, enters it into electronic or manual information systems, and searches for it as requested; schedules use and maintenance of computer equipment; enters and retrieves information from a variety of systems; and helps field office employees to use the various computer systems. Serves as the focal point for all personnel actions in the organization. Initiates personnel actions as needed to include performance evaluations, standards, job announcements, and SF-52 actions. Maintains a register of pending actions and suspense dates. Completes requests for personnel actions; distributes forms and instructions for annual performance ratings; and ensures timely, proper completion of all personnel documents. Reviews documents for accuracy, format, and compliance with applicable regulations. Accomplishes travel arrangements for the office to include travel and hotel reservations, travel orders, and coordinates visits. May serve as the travel account program manager. Reconciles un-liquidated obligations to maximize funds utilization and may serve on the Program Budget Advisory Committee (PBAC). Prepares and monitors appointment/delegation letters and other additional appointments for all subordinate activities. Maintains an official file of all appointments and makes recommendations for changes or deletions based on personnel or policy changes. Prepares and distributes appointments and other duty assignments. Coordinates joint directorate inspections such as NGB, Army IG, and Army Audit Agencies, and other external agencies. Assists in the development of inspection schedules, coordinates with managers, develops inspection areas through analysis of previous inspection results, and highlights known vulnerabilities and problem areas. Maintains historical records on all previous external inspections. Assists in the development of policy letters, which may require researching applicable directives from higher authority, to ensure that no conflict will result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval. Work requires general knowledge of the maintenance and/or logistics mission and functions of the office; and understanding of how the office's various administrative services relate to one another and to the office's mission. Work also requires broad understanding and detailed procedural knowledge of budget, purchasing, personnel, and information processing functions of the office. Contacts are with co-workers and managers in the organization for which services are performed, and staff specialists at higher echelons. Advises other administrative personnel of latest directives regarding administrative procedures. Develops and exchanges information, resolves operating problems and makes recommendations. Contacts are usually cooperative, but there may be disagreements as to the facts in work, or disagreements on the interpretation or application of regulations and guidelines to specific situations. Knowledge of OA systems to use several types of software for various work needs. The employee must know the processing procedures and function keys for performing a substantial range of functions within each software type. Performs other duties as assigned

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1